

# 2024 CAMP POLICIES AND DISCLOSURES

**Age Policy:** The age policy, along with the programming at camp, is designed according to both the spiritual and physiological needs of students. The Iowa Ministry Network feels it is in the best interest of the students that their camp experience be synonymous with their normalized experience; the normalized experience being the schools where they are currently involved. The minimum grade level required at each camp refers to the grade they just completed in May of 2024. Teen Camp is for those students who just completed 6th grade through 2024 graduates.

**Leader Requirements:** Teen Camp leaders must be 22 years or older. Leaders will need to register online. All leaders need to complete the Pastoral Approval Form, consent to a National Background Check and submit a photo for their ID lanyard. These documents must be received by the IMN office 15 days prior to the start of your camp session. There will be a \$10 late fee per leader for documents received after the deadline. Leader documents can be sent via email to the office at [ngevents@imnag.org](mailto:ngevents@imnag.org) or hard copies can be mailed to 10525 Buena Vista Court, Urbandale, Iowa 50322 ATTN: Camp

**Housing:** For Teen Camp, we ask that you provide at least 1 leader (22+ y/o) for every room of students, of the same gender.

**Non-Attendee Policy:** IMN Summer Camps are CLOSED programs. All activities including evening services are open only to registered students and staff. Any child, student, or adult violating the policy will be asked to leave the grounds.

**Parental Authorization:** The Parental Authorization Form, also known as the "Medical Disclaimer", will be emailed to every student after completing the online registration. A downloadable version will also be available on the Camp webpage. Camp Coordinators should collect these forms from their students and bring them to check in on the first day of camp. Do NOT mail or email these ahead of time. Students who do not have a signed authorization form will NOT be able to attend camp.

**Camp Code of Conduct:** Our Camp Code of Conduct is congruent with what students would experience in school or in the student ministries of a local church. Students may be asked to change/make behavior adjustments. Students who ongoingly dismiss leadership or disrupt camp may be asked to leave camp at the expense of the parent/guardian.

**Dress Code:** MODESTY. No revealing clothing will be permitted. This includes: short dresses, skirts, or shorts (4 inch inseam), leggings, plunging necklines, spaghetti straps, cut off t-shirts (showing sport bras) or cut off shorts, bikinis, and speedos. Also, please be sure that shorts are long enough to still be visible under oversized shirts. Students may be asked to change if their outfit is deemed inappropriate. Additionally, students who ongoingly dismiss modest/appropriate clothing may be asked to leave camp at the expense of the parent/guardian.

**Lice Checks:** It is always our number one priority to protect your students and to help promote a healthy camp environment. Our policy prohibits anyone with head lice to be admitted to camp. Each church should inspect students for lice 14 days prior to attendance and again on departure date. All churches will need to turn in a "Lice Check Form" upon arrival to the camp. These forms are available to download on our website. Churches without the form will be inspected for lice by our first aid personnel and charged \$2.00 per person. Students on campus with lice will be sent home.

# 2024 CAMP POLICIES AND DISCLOSURES<sub>CONT.</sub>

**Medications:** Students will need to enter all current medications, along with dispensation instructions, into their online registrations. Leaders are not required to enter their medications into their online registrations. All medication is required to be turned in to the camp first aid personnel upon arrival. This policy includes all leaders and/or volunteers approved to room with students. The camp first aid personnel will be responsible for dispensing all medications. Prescription and over the counter medications are required to be in their original prescription bottle or container with the dosage and instructions still intact. Please place all prescriptions and medications in a plastic ziploc bag and label with the student's name, church name and city, number of medications, and medication times. A label template is available to download on the Camp webpage. Medications MUST be taken within the clinic hours provided.

**Deposits:** A nonrefundable \$50 deposit is required per student. Registration must be paid in full on or before the first day of camp.

**T-shirts:** T-shirts are available for preorder for those who registered by June 1st for \$20. A limited amount of shirts will be available for \$30 in the Camp Store.

**Refunds:** Refunds must be requested via an official Refund Request Form which can be obtained through our offices. Refunds will be issued at the end of the camp season minus a \$50 fee per student. We cannot refund monies for partial attendance of a registered week. No refunds will be given for expelled students.

**Early Pick-Up Policy:** (and picking up a sick student) No student is allowed to leave the campgrounds without the proper procedure, including legal guardian consent. The only individuals allowed to pick-up a student are his or her legal guardian or listed emergency contact.

**Property Damage:** Charges for items broken/damaged during the event will be billed to all parties/individuals involved.

**Lost & Found:** Any lost and found items left on grounds after the conclusion of the event will be held for two weeks. If not claimed during that time period, items will be donated. Claimed items will be shipped back to their owners at the owner's expense.

## TEEN CAMP ARRIVAL AND DEPARTURE TIMES

### Arrival:

- 3:00 PM Registration Opens
- 5:00 PM Registration Closes

### Dismissal:

- Camp Dismisses at 10:00 AM

For questions please email [ngevents@imnag.org](mailto:ngevents@imnag.org) or call 515-276-5493